

PROJECTED SWAM REPORTING DATES FY06

Appendix 2

2006 quarter	Month	P-card Charges Included In the Qtr Report	Charge Card Closing Date	CARS Payments (other than P-card charges) Included in the Qtr Report
		Charge Card Posted Dates		
1st Quarter	July, 2005	*06/20 - 07/20 Amex	15-Jul	07/01 - 09/30 which includes CARS Fiscal Months July, August & September
	August, 2005	*07/21 - 08/19 Amex	15-Aug	
	September, 2005	*08/20 - 09/19 Amex	15-Sep	
2nd Quarter	October, 2005	*09/20 - 10/19 Amex	15-Oct	10/01 - 12/31 which includes CARS Fiscal Months October, November & December
		*09/16 - 10/15 GE		
	November, 2005	*10/20 - 11/19 Amex	15-Nov	
		*10/16 - 11/15 GE		
	December, 2005	*11/20 - 12/19 Amex		
		*11/16 - 12/15 GE	15-Dec	
3rd Quarter	January, 2006	*12/20 - 01/19 Amex	15-Jan	01/01 - 03/31 which includes CARS Fiscal Months January, February & March
		*12/16 - 01/15 GE		
	February, 2006	*01/16 - 02/15	15-Feb	
	March, 2006	*02/16 - 03/15	15-Mar	
4th Quarter	April, 2006	*03/16 - 04/15	15-Apr	04/1 - 06/30 which includes CARS Fiscal Months April, May & June
	May, 2006	*04/16 - 05/15	15-May	
	June, 2006	*05/16 - 06/15	15-Jun	

1. Do not use the charge dates for the purpose of reporting SWAM
2. Utilize the charge card statement for SWAM reporting after the payment has been processed
3. Closing date for the monthly P-card statement is the 15th of each month (charges made close to this date may take as long as two months before reflected in CARS)
4. e-Bill will be received by agencies three days after the closing date each month
5. Payments to the charge card statement for the last month of the quarter should be processed by the end of the month. If not, the agency charges may not be captured in the current quarterly SWAM report

For example: 1st Quarterly SWAM Report will include: CARS payments from 7/1/05 through 9/30/05; and, charge card payments for charges posted on statements from 6/20/05 through 9/19/05